Non-Public School Student Registration Packet

Dear Parent/Guardian,

Enclosed you will find the forms necessary to complete in order to register your child with the Pine Bush Central School district. To be eligible for transportation, textbooks or other services provided for a non-public/private school, your child needs to be registered with the district.

Once you have completed the enclosed forms and gathered the appropriate supporting documents, please return all forms and documents via one of the following methods:

- Scan and email the forms and documents to: registration@pinebushschools.org
  When possible, please include all forms and documents on one email
- Contact the Central Registrar at (845)744-4058 to make an appointment to return the documents in person

Non-Public School Registration Checklist

Please complete and return the following forms:

- ☐ Student Registration Form
- ☐ Housing Questionnaire
- ☐ Non-Public School Transportation Request Form

Please provide the following documents:

- ☐ Copy of parent/guardian's valid photo ID
- ☐ Copy of child's birth certificate containing raised seal
- ☐ Proof of residence (please refer to "Student Registration Instructions" attached)
- ☐ LDSS-2999 form (for foster child only)
- ☐ Custodial paperwork (if applicable)

If you have any questions regarding registration, call 845-744-4058 or email registration@pinebushschools.org.

If you have any questions regarding transportation, call 845-744-4061 or email transportation@pinebushschools.org.

Thank you in advance for your cooperation in obtaining the proper documentation.

Non-Public School Student Registration Instructions

STUDENT REGISTRATION INSTRUCTIONS

The following documentation must be provided in order to register your child with the school district. All registration packet forms must be completed and approved before the registration is final and attendance begins. Registration forms and documents may be submitted via one of the following methods:

- Scan and email the documents to: registration@pinebushschools.org
- Contact the Central Registrar at (845) 744-2031 extension 4058 to make an appointment to return the documents in person

1) **Proof of Residency**: All new students entering the Pine Bush Central School District must provide **two forms** of proof of residency, one primary and one secondary.

Primary Proof of Residency (provide one of the following):

- tax bill;
- signed lease or rent receipt with landlord's name, address, telephone number, section, lot and block number;
- notarized letter from landlord supported by rent receipt with landlord's name; or
- mortgage statement/deed showing purchase of home, name, address, section, lot and block number.

If you live with a district resident, (e.g.: parent, grandparent, friend, etc.) and do not pay rent, please complete the set of signed and notarized affidavits, which will be provided upon request. The affidavits must be completed as follows:

• The first is to be signed by the district resident, who must also provide proof of residency as stated above.
• The second is to be signed by the parent or legal guardian of the registering student, who should also provide additional documents from the non-exhaustive list below to establish residency.

Secondary Proof of Residency (provide one of the following):

- most recent utility bills (phone, gas, electric, cable) or deposit receipt for gas, electric, phone service start-up;
- water bill;
- cell phone bill;
- DSS verification;
- income tax return;
- voter registration card;

- copy of state driver's license or state picture ID card showing current district address (no temporaries). If address has been changed, this will not be accepted;
- auto insurance card;
- motor vehicle registration card;
- health care benefits statement;
- official Postal Address Change Form;
- major moving company receipt or receipt from a local business showing delivery of furniture or a newly purchased major appliance;
- currently active bank account checkbook with name and address imprinted (bank may be contacted to verify existing bank account).

Falsification of any information or documents required for this verification will result in revocation of registration for the student, and the parents/guardians and/or student can be subject to legal action for recovery of tuition.

2) Birth Certificate: Proof of your child's age is required at the time of registration. An original birth certificate or a certified copy with a raised seal should be provided. If you do not have an original birth certificate, we can accept a valid passport or your child's original baptismal certificate with a raised seal. If none of these are available, other documents may be considered to verify your child's date of birth.

3) Special Circumstances:
Foster Children: An LDSS-2999 form and a signed custody order are required at the time of the registration.
Guardianship: If you have legal guardianship, documents signed by a court officer are required.

*If there are any other special circumstances such as name change, custody agreement, etc., please provide those documents along with the required registration forms and documents.

(New York State Law, Section 3202, states, "A child must reside with one or both of his/her parents unless they are deceased, imprisoned or committed to an institution, have deserted or abandoned the child, or reside outside New York State." In such cases, only legally appointed guardians or foster parents may assume custody and responsibility for the care of the child.)

Thank you in advance for providing the documentation required for registration.

Housing Questionnaire

Name of LEA: Pine Bush Central School District

Name of School: _____

Name of Student: _____
Last First Middle

Gender: ☐ Male ☐ Female Date of Birth: ____ /____ /____ Grade: ____ ID#: _____
Month Day Year *(preschool-12)* *(optional)*

Address: _____ Phone: _____

The answer you give below will help the district determine what services you or your child may be able to receive under the McKinney-Vento Act. Students who are protected under the McKinney-Vento Act are entitled to immediate enrollment in school even if they don't have the documents normally needed, such as proof of residency, school records, immunization records, or birth certificate. Students who are protected under the McKinney-Vento Act may also be entitled to free transportation and other services.

Where is the student currently living? (*Please check **one** box.*)

- ☐ In a shelter
- ☐ With another family or other person because of loss of housing or as a result of economic hardship (sometimes referred to as "doubled-up")
- ☐ In a hotel/motel
- ☐ In a car, park, bus, train, or campsite
- ☐ Other temporary living situation (Please describe): _____
- ☐ In permanent housing

_____ _____
Print name of Parent, Guardian, or Student (for unaccompanied homeless youth)

Signature of Parent, Guardian, or Student (for unaccompanied homeless youth)

_____
Date

If **ANY box other than "In Permanent Housing" is checked,** , then the student/family should be immediately referred to the MV Liaison. In such cases, **proof of residency** and other documents normally needed for enrollment **are not required** and the **student is to be immediately enrolled**. **After** the student has been enrolled, the district/school must contact the previous district/school attended to request the student's educational records, including immunization records, and the enrolling district's LEA liaison must help the student get any other necessary documents or immunizations.

NOTE TO SCHOOLS/LEAS: If the student is **NOT** living in permanent housing, please ensure that a Designation Form is completed.

Student Registration Form

STUDENT INFORMATION

Last Name | Suffix | First Name | Middle Name | Nickname

Date of Birth: Gender: □ Male □ Female Grade Entering: _____

Is Child Hispanic or Latino: □Yes □ No

Ethnicity: (New York State requires an ethnicity code for data collection purposes. Please select the code closest to your child's ethnicity.)

□ White □ Black or African American □ Asian □ American Indian/Alaska Native □ Native Hawaiian/Other Pacific Islander

PLEASE LIST ADDRESS WHERE CHILD RESIDES

Home/Residency Address | Home/Residency City | Home/Residency Zip Code

Mailing Address (if different from above) | Mailing City | Mailing Zip Code

Residence County: □ Orange County □ Sullivan County □ Ulster County

Residence Township: □ Crawford □ Gardiner □ Mamakating □ Montgomery □ Mount Hope □ Shawangunk □ Wallkill

FAMILY INFORMATION WITH WHOM CHILD RESIDES

Parent/Guardian Relationship to Child: □ Father □ Mother □ Guardian □ Step Parent □ Foster Parent □ Other

Marital Status of Parent/Guardian: □ Single □ Married □ Separated □ Divorced □ Remarried □ Widowed

__ Last Name | First Name | Employer Name & Address

Home Number | Mobile Number | Work Number

Email Address

Parent/Guardian Relationship to Child: □ Father □ Mother □ Guardian □ Step Parent □ Foster Parent □ Other

Marital Status of Parent/Guardian: □ Single □ Married □ Separated □ Divorced □ Remarried □ Widowed

__ Last Name | First Name | Employer Name & Address

Home Number | Mobile Number | Work Number

Email Address

BIOLOGICAL PARENT INFORMATION (if different than parent/guardian information above)

Is Child's Father Living? □Yes □ No

Last Name	First Name	Home Address	Primary Telephone Number

Is Child's Mother Living? □Yes ◉No

Last Name	First Name	Home Address	Primary Telephone Number

***If foster child, please list the following:**

Agency Name	Agency Address
Contact/Caseworker Name	Telephone Number

SIBLING INFORMATION

__ Last Name, First Name	DOB	Male/Female	Grade	School
__ Last Name, First Name	DOB	Male/Female	Grade	School
__ Last Name, First Name	DOB	Male/Female	Grade	School
__ Last Name, First Name	DOB	Male/Female	Grade	School

EMERGENCY INFORMATION

	Emergency Contact # 1	**Emergency Contact # 2**	**Emergency Contact # 3**
Name			
Relationship			
Home Phone Number			
Mobile Phone Number			
Work Phone Number			

I hereby certify that all the information provided above is true and accurate to the best of my knowledge.

Parent/Guardian Name: _____ Relationship to Child: _____

Parent/Guardian Signature: _____ Date: _____

ID# _____
(Office Use Only)

NON-PUBLIC SCHOOL TRANSPORTATION REQUEST FORM

This request **must be received** by the Pine Bush Central School District **no later than April 1** for the coming school year or transportation could be denied. Residency verification is required prior to approval of this request.

One form must be completed for each student, each year transportation is needed.

According to the laws of the State of New York, I hereby formally request transportation to the following non-public school during the **2026-2027** school year: **(Please type or print clearly)**

Name of Non Public School: _____

Name of Student: _____

Physical Address of Student: _____

Mailing Address (if different): _____

Primary Telephone: _____ Secondary Phone: _____

Email Address for parent/guardian: _____

Date of Birth: _____Age:_____Grade Level in **2026-2027**: _____

◯ Alternate Bus Stop or ◯ Emergency Contact (**Please check one**)

Be advised, all alternate bus stops must be located within the Pine Bush Central School District.

Name: _____Address: _____Phone:_____

Schedule: ☐M ☐T ☐W ☐Th ☐F ☐All ☐AM ☐PM ☐Both (Please check appropriate days and time)

Date: _____ Signature of Parent/Guardian_____

Please mail or deliver to:
Pine Bush Central School District, P.O. Box 700, 156 Route 302, Pine Bush, N.Y. 12566
Fax# 845-744-4059, or email transportation@pinebushschools.org. If you have any questions or if any information should change at any time throughout the school year, please call 845-744-2031 ext. 4057.

Mileage from home to school: _____
(Office use only)